

Site Accreditation Report – Catholic Social Services

Completed: April 2020

Levels of Care Reviewed:

Substance Use Disorder (SUD) Services

Prevention

Review Process: Catholic Social Services (CSS) was reviewed by the Division of Behavioral Health for adherence to the Administrative Rules of South Dakota (ARSD). The following information was derived from the accreditation survey of your agency. This report includes strengths and recommendations and results from reviewing policies and procedures and conducting an interview with the executive director.

Administrative Review Score: 79.8%

Cumulative Score: 79.8%

ADMINISTRATIVE REVIEW SUMMARY

Strengths: Catholic Social Services has an organized and detailed policy and procedure manual. CSS provides many different services to the community. CSS has strong community partners and provides training in the community. CSS provides many prevention activities to youth in the community.

Plans of Correction:

1. According to ARSD 67:61:02:21, each accredited agency shall make a report to the division within 24 hours of any sentinel event including; death not primarily related to the natural course of the client's illness or underlying condition, permanent harm, or severe temporary harm, and intervention required to sustain life.

The agency shall submit a follow-up report to the division within 72 hours of any sentinel event and the report shall include:

- (1) A written description of the event;
- (2) The client's name and date of birth; and
- (3) Immediate actions taken by the agency.

Each agency shall develop root cause analysis policies and procedures to utilize in response to sentinel events.

Each agency shall also report to the division as soon as possible: any fire with structural damage or where injury or death occurs, any partial or complete evacuation of the facility resulting from natural disaster, or any loss of utilities, such as electricity, natural gas, telephone, emergency generator, fire alarm, sprinklers, and other critical equipment

necessary for operation of the facility for more than 24 hours. CSS does not currently have a policy regarding sentinel events, and a policy should be developed.

2. Per ARSD 67:61:11:08 an agency shall conduct a quality assurance review of its prevention programming to monitor, protect, and enhance the quality and appropriateness of its programming and to identify qualitative problems and recommend plans for correcting each problem. The agency shall conduct the following:

- (1) Annual satisfaction surveys of all individuals or stakeholders who requested and participated in prevention services;
- (2) Participant evaluations after each prevention presentation the agency provides; and
- (3) Pre- and post-tests for all evidence-based curricula presented to individuals.

A summary of these reports shall be made available to the board of directors or agency staff annually, and to the division and community members upon request. CSS did not have a quality assurance review of the prevention program and one will need to be completed.

3. Per ARSD 67:61:05:04, agency staff providing prevention programming shall complete the Substance Abuse Prevention Skills Training (SAPST) or Foundations of Prevention within one year of hire. Evidence of completion shall be placed in the staff member's personnel file. CSS did not have evidence of completion in two out of two staff personnel files.